
Charges to Standing Committees of the Academic Council

SenD#5340

CHARGE TO THE COMMITTEE ON REVIEW OF UNDERGRADUATE MAJORS

*(As approved by the Senate of the Academic Council on May 30, 2002,
subject to review at end of first year-May 2003)*

A. GENERAL CHARGE

The Committee on Undergraduate Curriculum, subject to the *Charter* and *Rules* of the Senate, shall monitor the academic quality and effectiveness of the University's undergraduate degree-granting and honors programs.

Note: The Committee on Review of Undergraduate Majors, established in 2002, carries out some of the duties formerly the responsibility of the Committee on Undergraduate Studies..

B. SPECIFIC DUTIES

The Committee shall remain cognizant of the work of, and hold at least one joint meeting annually with, the Committee on Undergraduate Standards and Policy. The Committee on Review of Undergraduate Majors shall:

1. Formulate policies and procedures governing the initiation, review, renewal, and termination of undergraduate interdisciplinary programs and honors certification programs;
2. Review the initiation and renewal of each interdisciplinary baccalaureate degree and honors certification program, and develop appropriate recommendations for Senate action;
3. Review the initiation of each new undergraduate departmental major and develop appropriate recommendations for Senate action;
4. Periodically evaluate reviews of departmental majors received from the relevant deans' offices, with particular attention to curriculum and advising;
5. Formulate standards and criteria for the acceptability of undergraduate inter-school majors designed by and for individual students;
6. Formulate minimum standards and criteria for departmental honors.

C. REPORTING RESPONSIBILITIES

The Chair of the Committee is charged specifically with the following duties:

1. Keeping the Academic Secretary apprised of the substantive issues under consideration by the Committee and any subcommittees, and reporting in writing to the Academic Secretary, within seven days of Committee action, any policy decision or recommendation that may require Senate endorsement.
2. Submitting to the Academic Secretary no later than August 1, one copy of a written Annual Report of the work of the Committee during the year just completed, including reporting the termination of any undergraduate interdisciplinary or departmental degree-granting programs. The Annual Report should observe the current Guidelines for the Preparation of Reports and Proposals to the Senate of the Academic Council.

D. MEMBERSHIP

The Committee shall consist of eleven voting members, comprised of seven members of the Academic Council, one Lecturer or Senior Lecturer, and three undergraduate students. Of the non-student members on the Committee, there shall be a majority from the School of Humanities and Sciences, and at least one from the School of Engineering; and there shall be at least three who have experience in interdisciplinary teaching programs.

The Vice Provost for Undergraduate Education, the School of Humanities and Sciences Senior Associate Dean for Undergraduate Studies, the School of Engineering Senior Associate Dean for Student Affairs, and the Registrar shall be *ex officio* members of the Committee without vote.

E. SUBCOMMITTEES

The Committee may establish the requirements for membership, appoint and charge *ad hoc* subcommittees in areas of specified reference.

F. MINIMUM NUMBER OF MEETINGS

The Committee shall meet at least six times during the academic year, and as needed to accomplish the number of reviews scheduled in each year.

G. STAFF SUPPORT

The Registrar shall be responsible for providing administrative assistance to the Committee and its subcommittees.